SEARCH FOR CASE

Once you have selected the application to work in and changed your password, iCIS will open the **Search for Case** screen. (This is located on the **Inquiry** drop-down list.)

iCIS Search Options

NOTE: The search engine matches ALL information entered. Clear all previous search criteria each time you begin a new search. Use the "Clear" button at the bottom of the search screen or Alt+c.

Case Number Search

Type the case number (no dashes) in the case number field and choose the Format number that matches the number of digits in your case number. To begin the search click the Search button or type Alt+s. (There is no need to include the case type (fc, dr, fn) in the case number field if the Department field reflects the type of case you are searching for.)

The Search Results will display in the lower section of the window.

To open the case, click the blue link here.   To view more information about individual parties

click the More Info link here
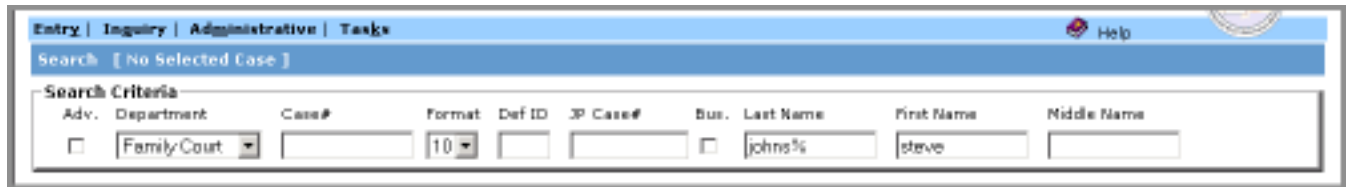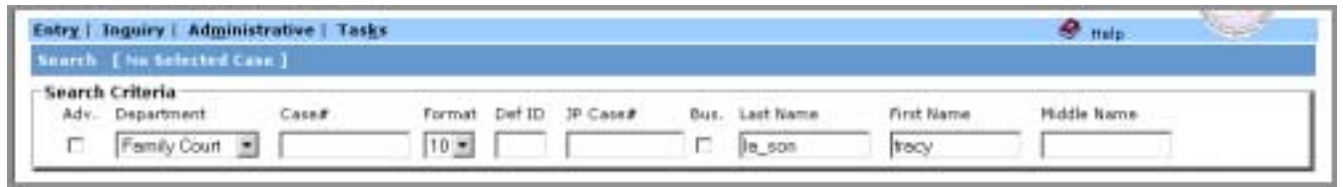
Person Search

If you are unsure of the spelling of a name you can use 'wild cards' to substitute for the unknown letters. There are several wild cards available in iCIS:

A percent symbol (%) can be used as a placeholder for 0 to multiple unknown characters.
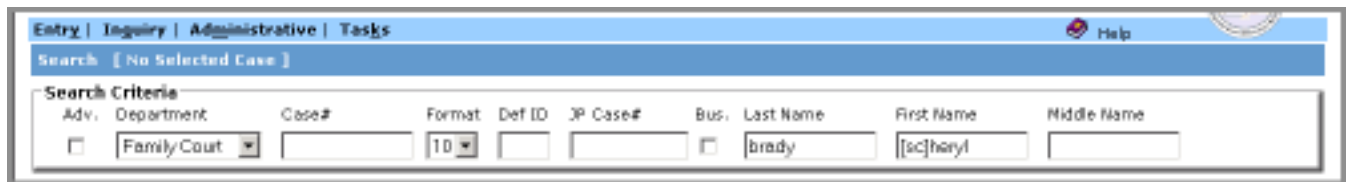
Entry	Inquiry	Administrative	Tasks							Help

Search [No Selected Case]

Search Criteria

Adv.	Department	Case#	Format	Def ID	JP Case#	Bus.	Last Name	First Name	Middle Name
☐	Family Court ▾		10 ▾			☐	johns%	steve	

An underscore (_) can be substituted for a single unknown character.
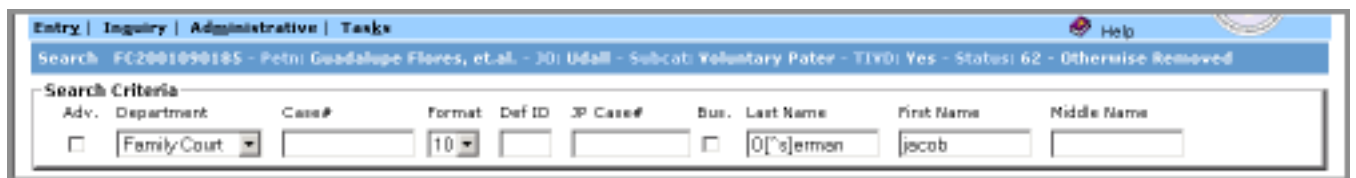
Entry	Inquiry	Administrative	Tasks							Help

Search [No Selected Case]

Search Criteria

Adv.	Department	Case#	Format	Def ID	JP Case#	Bus.	Last Name	First Name	Middle Name
☐	Family Court ▾		10 ▾			☐	ja_son	tracy	

Brackets [ ] can be used to narrow your search to the characters you place inside the brackets.

Entry	Inquiry	Administrative	Tasks							Help

Search [No Selected Case]

Search Criteria

Adv.	Department	Case#	Format	Def ID	JP Case#	Bus.	Last Name	First Name	Middle Name
☐	Family Court ▾		10 ▾			☐	brady	[sc]heryl	

To insure that certain characters are NOT searched for by iCIS use the brackets in conjunction with the caret symbol and the characters you wish to omit.

Entry	Inquiry	Administrative	Tasks							Help

Search FC2001090185 - Petni Guadalupe Flores, et.al. - JO: Udall - Subcat: Voluntary Pater - TIYD: Yes - Status: 62 - Otherwise Removed

Search Criteria

Adv.	Department	Case#	Format	Def ID	JP Case#	Bus.	Last Name	First Name	Middle Name
☐	Family Court ▾		10 ▾			☐	0[^s]erman	jacob	

Wildcard Hints

The closer wild cards are to the beginning of the field the slower the search will be. Try not to begin your search information with a Wild Card unless you add other criteria.

Don't use the percent (%) wild card when there is only one unknown character. It requires more processing time than the underscore (_). The percent (%) wild card is the only way to search for ZERO or more characters. *Example: John%* would match "John" as well as "Johnston"

Business Name Search

Check the box below Bus to change the name fields to Business Name fields. Type in the business name or choose a name from the 'Existing Business' drop-down list. Wild cards may be used here also.

Defendant ID

Each defendant is numbered beginning with the number 001, 002, 003, etc. Use this in combination with other search criteria to narrow your search.

Justice of the Peace Case

If the case you are searching for started in a lower court, you can search by its JP case #.

Advanced Search Options

For more search options check the box under Adv. A second row of search criteria

will display.

Legal Number

To search for a case by a defendant's legal number (social security, booking number, atlas number, etc.) select the type of legal number from the drop-down list then type the number in the Legal # box.

Date of Birth/Sex

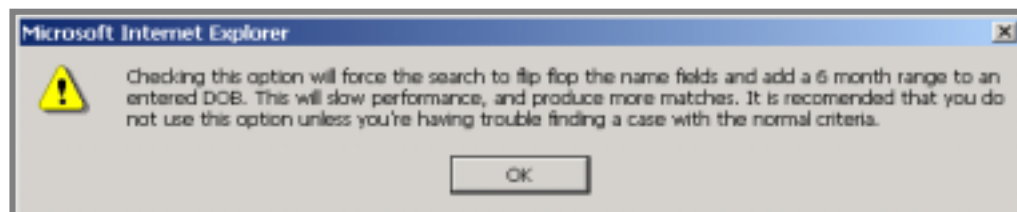Use the Date of Birth and Sex fields in conjunction with a name search to narrow the number of results.

Smart Search

To expand the number of cases returned when searching by name or date of birth, place a check in the 'Smart' box. This notice will display. Click **OK** to continue.

NAMES:

"Smart Search" will cause the search engine to check for First and Last names that have been reversed. It will provide a combined list of results. Use this option when the surname is unclear.

- Entering "Howard Ray" will also return "Ray Howard".

DATE OF BIRTH:

"Smart Search" changes the search into a <u>range of dates</u> (the date entered plus or minus 60 days).

Use this option if you have an approximate Date of Birth.

- Entering *02-15-1970* with Smart Search will search 12/17/1969 – 4/16/1970.

Single Name Search

(For single name searches such as "*cher*").

The "Single Name" option will only display records that have no more than one name.

Searching for a first OR last name without using "Single Name" (especially if they are common names) will be extremely slow and return too many matches. This works for first

<u>and</u> last names.

*Combine "Smart Search" and "Single Name" options to look for single name entries when it is unclear whether the original record was entered into the first or last name.

AKA Search

The AKA search is a person/business search conducted on other names the party or business is known by.

General Search Information

1. The best matches will be at the top of the list with the worst matches at the bottom.

2. The Search Results area of the screen will indicate what it is about the cases returned that matches your criteria. Those matches are:
DOB = Date of Birth   NM = Name   CN = Case Number
LN = Legal Number   AKA = Also Known As

Search Results

#	Match	Case #	Ctr Acc	Party Names	Role	SSN	Sex	DOB	More Info
1	LN	DR1997-015219	No	McGraw, Victoria L	Petitioner	444-56-7901	Female	2/16/1953	More Info
				Smith, David	Respondent	448-50-8657	Male	11/6/1951	More Info
				No Party Side 3					
2	LN	DR1987-010113	No	Smith, Vickie L	Petitioner		Female		More Info
				Smith, David L	Respondent	448-50-8657	Male		More Info
				No Party Side 3					

3. Many of the search fields will accept "Wild Cards" (both numeric and alpha).

4. Not all information entered will necessarily match for all records returned. If you enter just a name with the gender "male", you will find matches on the name that were not marked as female. This will include "unknown" and "other" as well as "male".

5. Performing non-specific searches can take a long time and may even "time-out (no results returned) causing the server to work slower for all users.

6. Choosing **Criminal** in the Department drop down will display the results as one row per match, whereas choosing anything else will display the results as one row per case. This allows criminal results to be singled out to the specific defendant.

After selecting your search method and entering the criteria, click the **Search** button (Alt+s) or hit the **Enter** key to display the results.
(If you want to clear the fields to enter new search criteria, click the **Clear** button (Alt+c).)

The search screen will now display all possible matches according to the criteria you entered beginning with the best match.

If you are unsure which case is your exact match, you can view more information about the various parties in a case by clicking on the blue More Info link.

Clicking the More Info link will open this multi-tabbed window.
Click each tab at the top to view the information.

Other names
the party has
used

All Docketed
items for the
case

All Legal numbers
belonging to the party
such as driver's
license number

Services the
party is involved
in

The Party's
addresses

Associations between
the party and other
parties in the case

Picture ID (future
enhancement)

Listing of all
Hearings
for the case

Click **Close** to return to the **Search Results** window.

Clicking a blue case number link
will take you to the **Main Page**.